

Teamwork

Describe a time when you needed to collaborate with others to accomplish a goal. What was the situation? What actions did you take? What were the results of your actions?

1-2	3-4	5-6
Candidate struggled working on a team level and attempted to do too much on his/her own, may have detracted from team's potential success	Candidate worked as a team member without significant problems and was part of the team's success	Candidate was proactive in involving team members to coordinate a powerful team effort and was a source of strength to the team, contributed greatly to the team's success

Tell me about a time when you were a part of a great team. What was your part in making the team effective?

1-2	3-4	5-6
Candidate struggled working on a team level and attempted to do too much on his/her own, may have detracted from team's potential success	Candidate worked as a team member without significant problems and was part of the team's success	Candidate was proactive in involving team members to coordinate a powerful team effort and was a source of strength to the team, contributed greatly to the team's success

Give me an example of a time when you had to deal with a difficult co-worker. How did you handle the situation?

1-2	3-4	5-6
Candidate lacked a desirable degree of tact and professionalism, and may not have been able to effectively deal with the difficult co-worker	Candidate dealt effectively with a difficult situation and did not allow it to spiral out of control	Candidate demonstrated professionalism, tact, and was proactive in finding a mutually acceptable solution to conflict

Tell us about a team you have been a part of. This can be work related, school related (such as work groups) or possibly even from volunteer experiences. Tell us about your role in the team, and the team's objective. Was the team successful? Why or why not?

1-2	3-4	5-6
Candidate played a minor role in the team's success	Candidate contributed to the	Candidate contributed greatly to the degree of

and may have simply credited others successes in leadership and motivation as his/her own. May have only dutifully fulfilled responsibilities as a teammate	team's degree of success, showed responsibility and did not detract from the team meeting its goals	success that the team obtained, assuming responsibility and going beyond normal expectations to be a high achieving team
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Sometimes it's easy to get in "over your head." Describe a situation where you had to request help or assistance on a project or assignment.

1-2	3-4	5-6
Candidate failed to solicit adequate help to get a project completed satisfactorily, or may have requested help but did not like or appreciate what help was given, did not use the talents or skills of others to his/her advantage	Candidate requested help when project became a burden, and appreciated the help given in spite of differing viewpoints	Candidate was quick to see the value in others contributions and easily adapts to others ideas, eagerly desiring to gain as much as possible from differing viewpoints and the talents / skills of others

Tell of a time when you worked with a colleague who was not completing his or her share of the work. How did you handle the situation?

1-2	3-4	5-6
Candidate lacked a desirable degree of tact and professionalism, and may not have been able to effectively deal with the colleague who was not contributing, did not do very much to motivate a change in the colleague	Candidate was able to address the issue with the colleague without creating unreasonable conflict, and helped steer the situation towards a solution	Candidate tactfully dealt with the colleague and effectively motivated colleague to become a more contributing member of the team; appropriately involved management if necessary

Describe a situation in which you had to arrive at a compromise or guide others to a compromise.

1-2	3-4	5-6
Candidate lacked a desirable degree of tact and professionalism, and may not have been able	Candidate dealt acceptably with a difficult situation and did not allow	Candidate demonstrated professionalism, tact, and was proactive in finding a mutually

to effectively deal with the disagreement	disagreement to spiral or cause undue turmoil	acceptable solution to a disagreement
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Describe a situation in which you had to adjust quickly to changes over which you had no control. What was the impact of the change on you?

1-2	3-4	5-6
Candidate struggled with change and may have demonstrated a poor attitude during transition	Candidate adjusted reasonably to the change and did not contribute to a negative attitude regarding change	Candidate was proactive in finding ways to make a smooth transition, and successfully avoided any negative impact on self by maintaining a positive attitude

- Give an example of when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle that person?

1-2	3-4	5-6
Candidate lacked professionalism and may have allowed emotion to rise to the surface inappropriately when dealing with conflict, was not able to effectively resolve conflict	Candidate was professional in dealings with others and was reasonably able to resolve the conflict	Candidate demonstrated tact, sensitivity, and professionalism in the face of difficult circumstances, and was able to compromise to find a mutually acceptable solution

- Have you ever had difficulty with a supervisor or instructor? How did you resolve the conflict?

1-2	3-4	5-6
Candidate lacked professionalism and may have allowed emotion to rise to the surface inappropriately when dealing with conflict, was not able to effectively resolve conflict	Candidate was professional in dealings with others and was reasonably able to resolve the conflict	Candidate demonstrated tact, sensitivity, and professionalism in the face of difficult circumstances, and was able to compromise to find a mutually acceptable solution